

MOTION FOR TEMPORARY ORDERS

King County Family Law Facilitators: Instruction # F-4
King County Local Family Law Rules (LFLRs)

STEP 1: COMPLETE THE REQUIRED FORMS
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- [Note For Motion Docket, Kent or Seattle](#)
- [Motion and Declaration for Temporary Order, WPF DR 04.0100](#)
- [Declaration, WPF DRPSCU 01.0100](#)
- [Temporary Order, WPF DR 04.0250](#)
- [Declaration of Mailing or Delivery or Return of Service, WPF DRPSCU 01.0250](#)
- [Declaration Regarding Personal Service Outside the State of Washington, WPF DRPSCU 01.0180](#) (if applicable)

If you are requesting child support, you will also need:

- **Child Support Worksheets** [WSCSS – Worksheets](#) or [WSCSS – Worksheets RDP \(Registered Domestic Partnership\)](#)
- [Order of Child Support, WPF DR 01.0500](#)
- [Financial Declaration, WPF DRPSCU 01.1550](#)
- [Sealed Financial Source Documents Cover Sheet, WPF DRPSCU 09.0220](#)
- Attach the following to the Sealed Financial Source Cover Sheet:
 - Complete tax returns for the prior two years, including all Schedules and all W-2 forms;
 - A complete tax return for the year that the prior court order of support was entered;
 - All pay stubs showing income for the past 6 months or since January 1st of the calendar year, whichever period is greater. If a party does not receive pay stubs, other documents shall be provided that show all income received from whatever source, and the deductions from earned income for these periods;
 - Check registers for the past 6 months shall be supplied within fourteen (14) days if requested by the other party;
 - All statements of financial institutions for the past 6 months;
 - Complete partnership and corporate tax returns for the past two years together with all schedules and attachments for all partnerships and corporations in which a party's interest is five percent or greater. King County Local Family Law Rules, LFLR 10. [If you have a partnership or corporation, see King County Local Family Law Rules, LFLR 10].

If your motion involves a financial matter you will also need:

- [Financial Declaration, WPF DRPSCU 01.1550](#)
- [Sealed Financial Source Documents Cover Sheet, WPF DRPSCU 09.0220](#), and the attachments listed above.

If you are requesting temporary custody or visitation, you will also need:

- [Parenting Plan, WPF DR 01.0400](#)
- [Declaration in Support of Parenting Plan, WPF DR 04.0120](#)

If you are requesting restraints, you will also need:

- [Restraining Order, WPF DR 04.0500](#)
- [Law Enforcement Information Sheet, WPF ALL CASES 01.0400](#)

If this is a Parenting Plan Modification you must have an adequate cause hearing prior to the entry of temporary orders.

Note For Motion Docket

Be sure that you have the correct form, for either Seattle or Kent. Choose a court date that is at least 14 days from the day you plan to have the parties served with a copy of your motion packet. Domestic motions are heard at 9:00 a.m. If your case is a paternity case that was started by the State, it may be noted on any court day in Seattle and on any court day, except Tuesday for Kent cases. If your case is a sealed file case, you may want to review Facilitator Instructions # F-7, Motions for Temporary Orders in a Paternity Case.

Motion and Declaration for Temporary Order, WPF DR 04.0100

Check the boxes that apply to your situation, and explain why temporary relief is necessary.

Declaration, WPF DRPSCU 01.0100

Use this form to let the court know about your situation in more detail. You may attach supporting evidence or documentation to your declaration.

Temporary Order, WPF DR 04.0250

Fill out this form according to how you would like the Commissioner to rule on the day of your hearing. Sign under *Presented by*.

Law Enforcement Information Sheet, WPF ALL CASES 01.0200

This form is required to assist law enforcement agencies in locating the other party and enforcing your order. You will file this form with the Clerk's Office after the Commissioner has signed your Temporary Order (see Step 6).

Declaration of Mailing or Delivery or Return of Service, WPF DRPSCU 01.0250

See Step 4 to determine which of these forms you need.

Financial Declaration, WPF DRPSCU 01.1550

Provide your financial information. You are also required to provide the other party's

information to the best of your knowledge.

Sealed Financial Source Documents Cover Sheet, WPF DRPSCU 09.0220 This form is for your protection and privacy. Financial documents filed without the cover sheet will become part of the public court record, and will be available to the general public for viewing and copying. Attach any relevant financial information.

Child Support Worksheets WSCSS – Worksheets or WSCSS – Worksheets RDP (Registered Domestic Partnership)

Worksheets show the Court how child support is calculated according to the Washington State Child Support Schedule. Read the Support Schedule and its definitions before completing the Worksheets.

Order of Child Support, WPF DR 01.0500

Fill out this form according to how you would like the Commissioner to rule at the hearing (the completed Worksheets must be used to assist you in filling out this form). Sign only under *Presented by*.

Parenting Plan, WPF DR 01.0400

Fill out this form according to your wishes for custody and visitation. Check the box at the top of the form that says *Temporary*.

Before signing the final parenting plan, the court will consult the judicial information system and databases, if available, to determine the existence of any information and proceedings that are relevant to the placement of the children.

Declaration in Support of Proposed Temporary Parenting Plan, WPF DR 04.0120

Fill out this form addressing parenting functions, work schedule for each parent, and past and present child care schedules.

STEP 2: TALK TO AN ATTORNEY, IF POSSIBLE

These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. If you cannot afford to hire an attorney to represent you, you may be able to pay a lawyer to give you advice and review your paperwork for less cost. Contact the King County Bar Association Lawyer Referral Line for information about limited services representation. If you cannot afford these costs, there are limited free legal services available to low income people. Contact the Facilitators' Office for a Legal Resource List or the King County Bar Association Lawyer Referral Line.

STEP 3: MAKE COPIES, FILE WITH THE CLERK , DELIVER WORKING PAPERS
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Make 3 copies of your motion packet:

- Note For Motion Docket, Kent or Seattle;
- Motion and Declaration for Temporary Order;
- Declaration; and
- Temporary Order.

And, if applicable:

- Financial Declaration;
- Sealed Financial Source Documents Cover Sheet, with attachments;
- Washington State Child Support Worksheets;
- Order of Child Support;
- Parenting Plan;
- Declaration in Support of Parenting Plan.

Write “PROPOSED” in the upper right hand corner on the copies only of your proposed orders. Do not write this on the **original of any proposed order. You will bring the originals of these forms to the hearing.**

File the originals of the following forms with the Clerk’s Office.

- Note For Motion Docket;
- Motion/Declaration for Temporary Order; and
- Declaration.

And, if applicable:

- Financial Declaration;
- Sealed Financial Source Documents Cover Sheet, with attachments;
- Child Support Worksheets;
- Declaration in Support of Parenting Plan.

Deliver working papers (copies of all forms) to the Family Law Motions Coordinator no later than noon, three (3) court days prior to your hearing. Court days do not include weekends or holidays.

In the top right hand corner of the top page of the working papers write:

WORKING PAPERS
FAMILY LAW MOTIONS
HEARING DATE: _____
HEARING TIME: _____ AM/PM
NAME: _____
(Your Name)

STEP 4: SERVE THE OTHER PARTY

Serve the other party with a copy of all forms except the Return of Service and the Law Enforcement Information Form, at least 14 days prior to the hearing.

If the other party has already been properly served with a Summons and Petition in your case, you may serve these papers by delivering or mailing them yourself to the other party (provided that no order restrains you from having contact) at least 14 days prior to the hearing, 17 days if service is by mail. If an attorney has appeared in the case for the other party, deliver or mail to the attorney instead. After you have delivered or mailed your motion papers, fill out the Declaration of Mailing or Delivery. Make one copy of this form for your records and file the original with the Clerk's Office.

If the other party has **not** already been served with a Summons and Petition in your case, someone, other than yourself, who is 18 years of age or older, must serve your motion packet, in addition to the Summons and Petition, on the other party at least 14 days prior to the hearing. (See Facilitator Instruction #S-1 for information about service.) The Server must sign the Return of Service form and return it to you. Make one copy for yourself and file the original with the Clerk's Office.

If personal service is made outside the state of Washington, you must also file a "Declaration Regarding Personal Service Outside the State of Washington" (WPF DRPSCU 01.0180), explaining why personal service cannot be made in-state. Failure to file this form invalidates service. File the original with the Clerk and keep a copy for your records.

If your motion involves child support matters and if any of the children have ever been on public assistance, you must also deliver a copy of your motion papers to the King County Prosecuting Attorney Family Support Section.

STEP 5: REPLY IF THE OTHER PARTY RESPONDS
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If the other party chooses to respond to your motion, he/she must do so by 12 noon 4 court days before the hearing. If you wish to reply to his/her response, you must do so by 12 noon 2 court days before the hearing. *Court days do not include weekends or holidays.*

You can reply to the other party's response by doing the following:

- Complete another Declaration,
- Make 3 copies of your Declaration,
- File the original of your Declaration with the Clerk,
- Deliver a copy as working papers to the Family Law Motions Coordinator, and
- Serve the other party.

All of these steps must be accomplished by 12 noon, 2 court days prior to your hearing.

STEP 6: CONFIRM YOUR HEARING ONLINE, BY PHONE OR IN PERSON

Confirm Your Hearing Online anytime between 12:01 noon three court days prior to your hearing and 12:00 noon two court days prior to your hearing.

To confirm your hearing online, or to find out if the party who scheduled the hearing has confirmed it, visit <http://your.kingcounty.gov/flmco/> and follow the instructions provided there. You will need to know:

1. The Cause/Case Number for your case
2. The Name of the Calendar on which the hearing is set.
3. The Time of the Calendar (morning or afternoon).
4. The Name of the Motion.
5. The Name of your Attorney (if any).

You also will need to provide a contact email address and a contact phone number so the court can respond to your request.

Call and confirm your hearing 3 court days before the hearing between 2:30 pm and 4:15 pm or 2 court days before the hearing between 8:30 am and 12:00 noon. Court days do not include weekends or holidays. Call (206)296-9340 to confirm Seattle hearings and (206)205-2550 to confirm Kent hearings. **Be ready to give your case number, and date and time of your hearing, when you call to confirm.** Ask the coordinator for the confirmation number, write it down and bring it to your hearing.

Directions to Family Court can be found by calling (206) 296-9400 or online at www.kingcounty.gov/courts/familycourt/visit.

IF YOU FAIL TO CONFIRM YOUR HEARING, IT WILL BE AUTOMATICALLY CANCELED!

STEP 7: ATTEND YOUR HEARING

EXPECT THAT YOU MAY HAVE TO WAIT UP TO 3 HOURS FOR YOUR HEARING. DO NOT BRING CHILDREN WITH YOU.

Arrive 30 minutes early for your hearing to check in. .

Bring the following with you to your hearing:

- Originals of all proposed orders,
- Law Enforcement Information Sheet
- Your copy of all forms, including the Declaration of Mailing or Return of Service.

After the hearing, you may make copies of the Court's orders for your own records. All original orders signed by the Commissioner and your Law Enforcement

Information Sheet must be filed in the Clerk's Office.

DO NOT LEAVE THE COURTHOUSE WITH THE ORDERS SIGNED BY THE COMMISSIONER.

WARNING: These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. (You may be able to hire a lawyer for a small fee to review your completed forms and talk about your problem but not represent you in court). If you need a lawyer, contact the Family Law Facilitators' Office for a Legal Resource List or call the King County Bar Association Lawyer Referral Line.